

**Board of Directors Meeting Minutes
Potomac Division, MER, NMRA**

Zoom

7 PM, Monday, December 7, 2020

In attendance: Martin Brechbiel, Superintendent; Andrew Dodge Senior Asst. Superintendent; Ernie Little Asst. Superintendent; Jerry Stanley, Paymaster.

Meeting was called to order at 7 pm by Superintendent Brechbiel.

The agenda was accepted and there were no minutes of past meetings to approve at this meeting.

Superintendent Brechbiel related that he would be working on the Annual Report that goes to the MER and would be contacting others for information, and sending a draft to the rest of the Board for review and comment as soon as possible.

Senior Asst. Vice Superintendent Dodge – virtual clinics were started in July 2020 and are now scheduled well into 2021 as we have zero expectations of anything changing in status at this time. We're scheduled 3-4 months ahead looking to make this a rolling calendar with this effort routinely showing 20+ in attendance. Putting this into perspective, a year ago we were struggling to get clinicians and attendees both.

In conjunction with this, Paymaster Stanley brought up the question of our interest in attempting to put together another joint meet with the JRD in November 2021. While this was agreed to tentatively, the real limiting action here remains with the willingness of Battlefield Baptist and what weekend(s) might be available and offered to us. Paymaster Stanley will make the inquiry so find out what may be possible.

A report by the Asst. Vice Superintendent Little was deferred until the topic of the web site, etc. was reached on the Agenda.

Paymaster Stanley had already distributed a status report via e-mail and slight calcifications were handled – the Division is currently resting at ~\$5770. Hopes are that this will be retained for funding payment of meet venues in 2021 onwards.

Clerk Kalis was absent.

Asst. Vice Superintendent Little and Webmaster has been sorting and organizing the accumulation of files that are stored on the web host. There are decades of files that are not well named, labeled organized, multiple versions and duplicates. Ernie is making huge headway stripping this dusty attic of pack rat gigabytes of files down to those files that are clearly identified and useful, archiving the rest, and then the last decade of used files. The lack of consistent organization is making the ability to simply find files that are needed difficult. Ernie will be tracking down all of the billing and account info, updating that routing to his addresses for the Division to make payments as needed. Backups of all files are being kept now.

Flyer and Communications - Superintendent Brechbiel related that Alex Belida is doing a great job juggling both jobs as Editor and Publisher learning new tricks on assembling the Flyer. He also encouraged all to support Alex's efforts and to have all continue to send him content and updates regarding event scheduling promptly, and let him be in charge of this area for the Division.

Old/Unfinished Business

There was no outstanding Old/Unfinished Business to address at this meeting.

New Business

Superintendent Brechbiel presented the Electronic Meeting Policy for the Division and called for its acceptance. The need for this is simply that we cannot afford to have meetings on line get out of control, etc. and that we need means by which to maintain control in a virtual setting that is supported by the operational guideline provided by Robert's Rules and also be in parallel with the same policy that the MER has put into place. Some discussion ensued over controls and execution – distribution in the meeting announcements, in the Flyer, etc., was requested by the Board meetings. Accepted and will be placed into Policy and into the Flyer.

This is being put into place in anticipation of holding regularly scheduled Board meetings and also in anticipation of holding an Elections meeting in 2021 wherein we can pass the new bylaws.

Elections – Paymaster Stanley, who is also chairing the Nominations & Elections Committee, provided a draft elections timetable that will be finalized with consultation of the Editor of The Flyer for publication coordination. Some discussion as to what was mailed to who in the 2020 ballots ensued and how to communicate the new bylaws to the membership. The change in the bylaws was sent out to all of members in the special issue of The Flyer in 2020 and mailed to those members that we had no e-mail address. **As such all of the members have already either had a copy sent to them in some form in 2020.**

Date, Time, and Place of next BOD meeting was set to be Jan. 11, 2020 @ 7:30 pm

Adjournment was called for and unanimously accepted.